



FACILITIES MAINTENANCE DEPARTMENT

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Memorandum

Date: July 16, 2026

To: Fran Hallet, Procurement Manager

From: Juan Cueto, Facilities Manager

Re: Elevator Shaft Repair and Additional Floor Sealing Work

This memorandum documents the repairs performed on Elevator #2 at the Government Center and explains the circumstances that resulted in additional repairs beyond the original scope of work.

Elevator #2 was originally taken out of service due to a hydraulic oil leak located at the bottom of the elevator shaft. The contractor determined that the leak was caused by the deterioration and age of the hydraulic cylinder sleeve. The original repair consisted of replacing the sleeve to address the hydraulic leak.

After the sleeve was replaced, the contractor discovered water intrusion around the base of the sleeve. The water was entering through the floor surrounding the sleeve, requiring the floor to be sealed before the repair could be completed. This additional work was necessary to prevent continued water intrusion from affecting the hydraulic components.

As part of the repair, the contractor also installed new packing on the hydraulic piston shaft. During installation, the contractor observed significant scoring on the shaft surface. They advised that the condition of the shaft could prevent the new packing from maintaining a proper seal and that the lifespan of the repair could not be guaranteed due to the extent of the shaft damage.

After approximately one week of operation, the new packing failed, resulting in another hydraulic oil leak. Following further inspection, the contractor determined that the scoring on the hydraulic shaft was too severe to support a reliable seal and recommended replacement of the hydraulic piston shaft. The contractor advised that replacing the shaft would increase the cost beyond the original estimate, as the shaft replacement was not identifiable until the packing had been installed and tested.

Due to the high volume of daily visitors and employees, it is essential that all elevators remain operational to provide reliable access throughout the facility and to minimize service disruptions.

The contractor further advised that the replacement hydraulic shaft must be custom manufactured to meet the elevator's specifications. Due to manufacturing requirements, the estimated lead time for fabrication, delivery, and installation is approximately sixteen (16) weeks.

In addition to replacing the hydraulic shaft, the contractor recommended replacing the hydraulic oil tank and all hydraulic oil as part of the same project. Completing this work concurrently will improve the overall reliability of the hydraulic system and eliminate future costs associated with replacing these components during the planned elevator modernization.

Based on the contractor's findings, the additional repairs are necessary to restore Elevator #2 to safe and reliable operation. Completing the shaft replacement, along with replacing the hydraulic tank and hydraulic oil, is the most cost-effective approach and will reduce the likelihood of future failures while preparing the elevator for future modernization efforts.

Cc via e-mail:

J. Scott Herring P.E., Public Works Director/County Engineer

Carina Hall, Finance Specialist

